

Family Status Changes — Retirees

All Funds

A family status change is a personal event that can have an impact on many aspects of your retired benefits (pension, life insurance, health insurance, etc.). Use this fact sheet as a guide for updating information pertaining to your pension and benefits for the following family status changes:

- Marriage;
- Addition of a newborn child, adopted child, stepchild, foster child, or legal ward to your family;
- Divorce, legal separation; or
- Death of a family member.

UPDATING PERSONAL INFORMATION

Changes to your personal information should be made as follows:

Name Change

To change your name on your pension account, write a cover letter stating your former name, new name, and Social Security number. Send the letter along with a **photocopy** of your certified marriage certificate or other legal documentation showing the name change to: Retired Payroll, Division of Pensions and Benefits, PO Box 295, Trenton, NJ 08625-0295.

Address Change

If your address has changed, you should notify the Division of Pensions and Benefits of this as soon as possible. There are three ways you can update your address:

- by writing to the Office of Client Services, Division of Pensions and Benefits, PO Box 295, Trenton, NJ 08625-0295;
- by calling (609) 292-MOVE (6683); or
- by using our Internet *Change of Address* form. Our Internet address is: www.nj.state.us/treasury/pensions.

If writing to the Division, be sure to include your name, Social Security number or retirement number, both the new and old address, and your signa-

ture. If calling or using the Internet, have your Social Security number or retirement number ready. If you are enrolled in the State Health Benefits Program, your address on those records will be changed as well.

PENSION AND GROUP LIFE INSURANCE BENEFICIARY DESIGNATION

You may update your beneficiary information for pension and/or group life insurance at any time¹. To do this, you must complete a *Designation of Beneficiary* form, have your signature on the form witnessed by a Notary Public, and return the form to the Division of Pension and Benefits. The change is effective when the Division of Pensions and Benefits receives your properly completed and notarized form. After approximately six weeks, a confirmation letter acknowledging the insurance beneficiary change will be returned to you from the Prudential Insurance Company. When filling out your *Designation of Beneficiary* form:

- Thoroughly read the instructions on the first and second page.
- Carefully complete the form, making sure to indicate your beneficiary's full name (e.g. Mary Jones, not Ms. M. Jones). *Designation of Beneficiary* forms containing erasures, cross outs, or correction fluid will not be processed and a new form will be sent to you for completion.

You can obtain a *Designation of Beneficiary* form by calling the Division's Benefit Information Library. Using a touch-tone telephone, call **(609) 777-1931**, 24 hours a day, 7 days a week. After a brief introduction, enter information selection number 114 for retired PERS and TPAF members or 115 for retired PFRS members. Following the recorded message,

¹ PERS and TPAF retirees can not change their beneficiary for an Option 2, 3, or 4 monthly pension, but may change their life insurance beneficiary.

you can choose to have the form sent by mail or fax. The *Designation of Beneficiary* form is also available over the Internet at: www.state.nj.us/treasury/pensions

Alternate Benefit Program (ABP) Members: You should complete a *Designation of Beneficiary* form to update your life insurance beneficiary. To change the beneficiary on your retirement investment, contact your chosen investment carrier(s).

Deferred Compensation Plan or Supplemental Annuity Collective Trust (SACT) Members: Changing your pension and insurance beneficiary on your pension account will not automatically change your Deferred Compensation Plan or SACT² beneficiary. If you are a member of the Deferred Compensation Plan and/or SACT and wish to change your beneficiary, a separate *Deferred Compensation* or *SACT Beneficiary Designation* form must be completed for those plans. To obtain the form, contact the Deferred Compensation Plan at **(609) 292-3605** or SACT at **(609) 633-2031**.

INCOME TAXES

You may change your marital status and/or the number of dependents you claim to increase or decrease your level for withholding for federal income tax. If you are a New Jersey resident, you should also update your withholding for New Jersey income tax. You can contact the Benefit Information Library to obtain a federal and/or State *Form W4-P*. Using a touch-tone telephone, call **(609) 777-1931**. Enter information selection number 122, and after the prerecorded information about taxes, you can choose to have the form mailed or faxed to you.

The Division of Pensions and Benefits cannot give tax advice. If you need help determining your desired level of withholding for federal income tax, please contact the Internal Revenue Service at **1-800-TAX-1040**. For help with New Jersey income

²If you are a retired SACT member who has chosen the monthly variable annuity with guaranteed benefits to you or your beneficiary for 5 years or 10 years and for your life only thereafter, you do not have the option to change your beneficiary.

tax, contact the New Jersey Division of Taxation at **1-800-323-4400** (NJ residents only; out-of-state residents please contact your home state's tax office), or see a professional tax advisor.

FAMILY STATUS CHANGES FOR STATE HEALTH BENEFITS PROGRAM MEMBERS

When a family status change occurs, you are responsible for notifying the State Health Benefits Program (SHBP). The process to make any changes to your coverage begins with the completion of a *SHBP Retired Status Application*. You can obtain this application from the Benefit Information Library at **(609) 777-1931**. Enter information selection number 131, and after the prerecorded information about the SHBP, you may request that an application be mailed to you.

When SHBP Eligibility Begins

The effective date of any change in which a dependent is added to coverage because of marriage, birth, or adoption is the first of the month in which the event occurred if the *SHBP Retired Status Application* is filed with the Health Benefits Bureau within 60 days of the event (marriage, birth, adoption, etc.).

If the *SHBP Retired Status Application* is not received within 60 days of the event by the SHBP, the effective date will be the first of the month following a full two-month waiting period from the date of receipt of the application. If a dependent, added in this manner, is later dropped from coverage, the dependent cannot be subsequently re-enrolled.

For an **adopted child, stepchild, foster child, or legal ward** to be considered eligible, the child must live with you and be substantially dependent upon you for support. An *Affidavit of Dependency* and legal documentation must also be submitted along with your health benefits application. The affidavit can be obtained by contacting the Office of Client Services at (609) 292-7524.

If the dependent you are adding to your coverage is eligible for Medicare, you must include a photocopy of his or her Medicare card showing enrollment in BOTH Medicare Part A (hospital) and Part B (medical).

A PUBLICATION OF THE NEW JERSEY DIVISION OF PENSIONS AND BENEFITS

When SHBP Coverage Ends

To remove a dependent from your health coverage as a result of a change in family status, you must submit a *SHBP Retired Status Application* to the Health Benefits Bureau. In cases such as: **the death of a dependent family member; divorce or legal separation; or your child marries or no longer lives at home**, coverage will end on the first day of the month following the date in which the event occurred.

Overage Dependent Children: SHBP coverage for dependent children also ends on December 31st of the year in which they reach the age of 23³. An overage dependent will be automatically deleted from your coverage. However, if the overage child is also the last child you are covering as a dependent, you should complete a *SHBP Retired Status Application* to change your level of coverage (from Family coverage to Member and Spouse or from Member and Child coverage to Single).

In addition, if the overage dependent wishes to apply for continued coverage under federal COBRA law, you must notify the Division of Pensions and Benefits to request a COBRA notice and application.

Continued Coverage Under COBRA

If your dependent is no longer eligible for health benefits coverage due to divorce, legal separation, or ineligibility, your former dependent is entitled to

continue participation in the SHBP under the provisions of COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985). Your former dependent may purchase COBRA coverage to continue his or her health benefits for periods up to 36 months.

For more detailed information about your health coverage, including COBRA coverage, see the *SHBP Summary Program Description (SPD)*. To obtain a copy of the SPD, contact the Office of Client Services at (609) 292-7524 or view the SPD over the Internet at: www.state.nj.us/treasury/pensions/shbp.htm

DIVORCE AND QUALIFIED DOMESTIC RELATION ORDERS (QDROs)

In cases of divorce, you, your spouse/former spouse, and your respective attorneys or other authorized legal representatives have the right to obtain information about your benefits and how they are determined. Requests for additional information on QDROs and how they relate specifically to your employee benefits may be submitted in writing to the Legislative/Legal Affairs Unit, Division of Pensions and Benefits, PO Box 295, Trenton, NJ 08625-0295. Fact Sheet #42, *Divorce and Your Benefits*, can be obtained by contacting the Office of Client Services at (609) 292-7524, or over the Internet at: www.state.nj.us/treasury/pensions/fact42.htm

When making significant changes to your pension and benefits, it is important to know your options and closely review the decisions you have made. Application forms may be submitted separately. Processing times will vary.

³An overage child may be eligible for continued dependent coverage if disabled. See the *SHBP Summary Program Description* for more information.

This fact sheet has been produced and distributed by:

**New Jersey Division of Pensions and Benefits • PO Box 295 • Trenton, New Jersey 08625-0295
(609) 292-7524 • TDD for the hearing impaired (609) 292-7718**

URL: <http://www.state.nj.us/treasury/pensions> • E-mail: pensions_nj@tre.state.nj.us

This fact sheet is a summary and not intended to provide total information.

Although every attempt at accuracy is made, it cannot be guaranteed.